МИНИСТЕРСТВО ОБОРОНЫ РОССИЙСКОЙ ФЕДЕРАЦИИ ФГКОУ «СЕВЕРО-КАВКАЗСКОЕ СУВОРОВСКОЕ ВОЕННОЕ УЧИЛИЩЕ»

Spotlight 10 Short messages

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LETTERS

NOTE S

WRITTEN MESSAGES



EMAILS

SHORT NOTES/MESSAGES

1. In short messages we don't usually write: • Greetings and polite expression Hi, I hope you're well • Unimportant information 2. We often leave out: • Personal pronouns (I, you, my) Thope you can come. • Auxiliary verbs do, have, are at the start of the sentences. Do you want ..?

• Articles (a, the)

The play starts...

3. We often use

the Imperative in short notes. Phone if you can't come. Short forms

I'll, won't, don't

Abbreviations

P.S, etc, e.g **4. We must write the important details of the message** like the place and the time of the meeting.

Got 4 free tickets for Vicky tomorrow evening! Want to go? Play starts at 7.30. Why not me in café at night at Inviting Rachel & Mark too. Hope you can come. Phone if you can't make it. Pete xxx

1. I've got four tickets for tomorrow 2. Do you want to **§.** The play starts at **4:** Why don't you meet me in the café at seven? 5. I'm inviting Rachel and Mark too. 6. Thope you can come. 7. Could you phone me if you can't make it?

Abbreviations with numbers

- some1 someone
- . be4 before
- . 2day today
- . **4u -** for you
- gr8 great
- str8 straight
- . w8 wait
- 2**u** to you
- . **u2** you too

ASAP – as soon as possible PLS, PLZ – Please THX – Thanks **B2W** – Back to work **?4U** – Question for you **IDK** – I don't know CUL8R – See you later LY – Love you XXX – Kisses

CU 2morrow See you tomorrow Hope u ad gd day Hope you had a good day I'll try to call you before Il try 2 call u b4 Av a gd day Have a good day Cnt u w8 4 me? Can't you wait for me? Ok 4 2morrow **Okay for tomorrow** I'll be there at 5 Il be there @ 5 See you later CUL8R Luv U/LY Love you